



Human Resources

The Human Resources category is comprised of two areas, Personnel Administration and Organizational Management. Personnel Administration is traditionally characterized by numerous individual pieces of information, which must be stored, updated and evaluated for each agency employee. Organizational Management is composed of organizational units, jobs (classes), positions and the relationships that connect them together to create hierarchies within an agency.

Listed below are some of the key HR-related benefits that have been identified as a result of the BEACON HR/Payroll System implementation.

- **Unique Employee Identifier**

- o Employees will be assigned a unique identifier that will follow them throughout their career and on into the ORBIT retirement system.
- o Reduces security risks by limiting the use of and distribution of employees' social security numbers.

- **Automated Personnel Action Screens**

- o SAP will automatically pull up screens required to complete specific personnel actions (e.g. new hires, rehires, transfers, separations), eliminating the need for HR practitioners to remember which screens need to be accessed and updated.
- o SAP will also automatically link and display additional screens based information entered.
Example: 1) If you select married, a spouse information screen will appear. 2) If the employee resides in a different state, additional tax information screen will display.

- **Validation of Field Data**

- o SAP uses lists and drop down menus so that HR practitioners no longer have to memorize the various PMIS field codes (e.g. codes indicating an employee's educational background).

- **Automated Length of Service Calculation**

- o Length of service calculations will be performed and updated automatically in SAP (e.g. if an employee has a break in service and returns to State government, their total length of service will automatically be calculated).

- **Longevity Calculations**

- o Longevity calculations will be performed and updated automatically in SAP. Pro-rated calculations will also be automated.